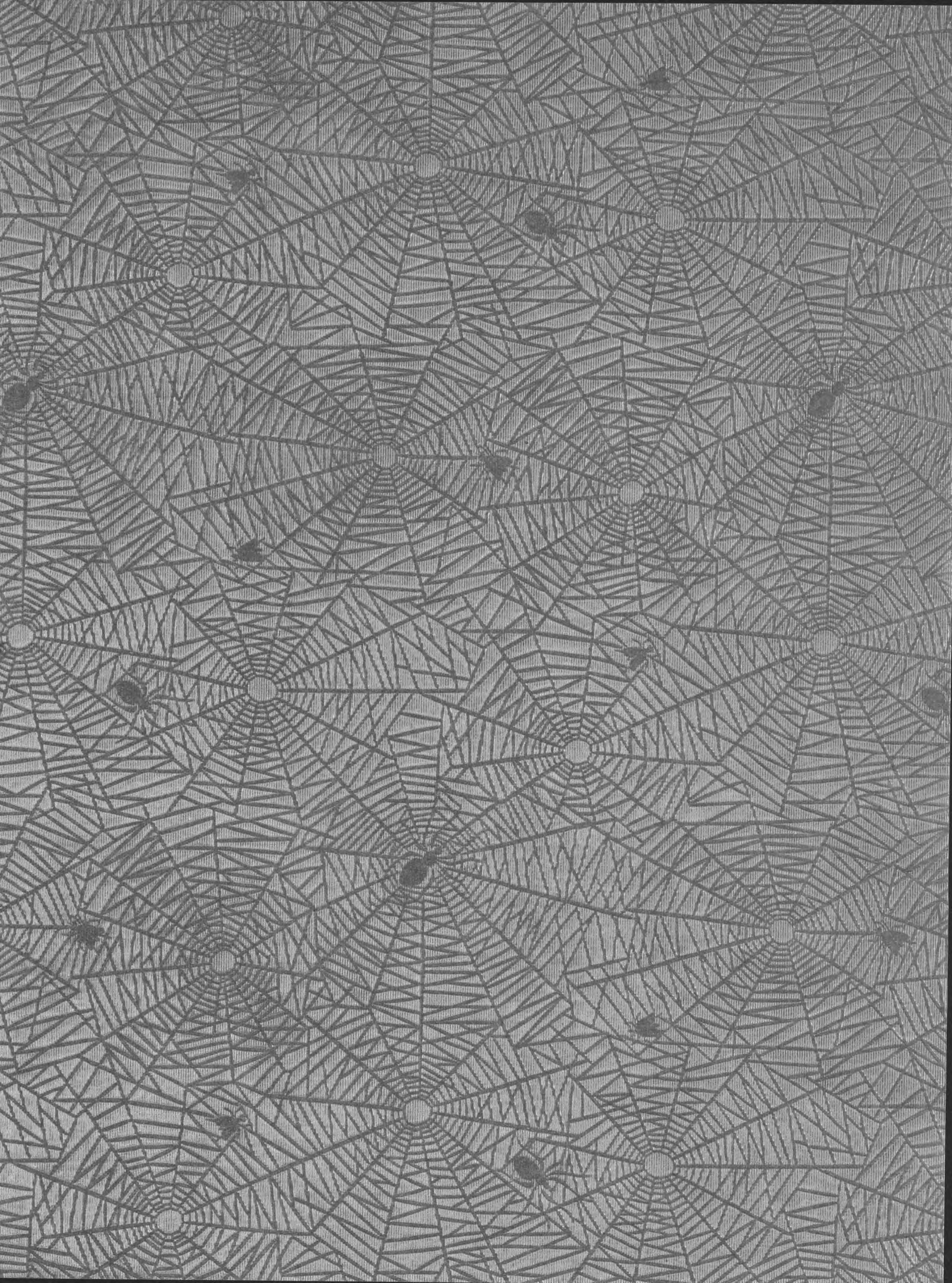
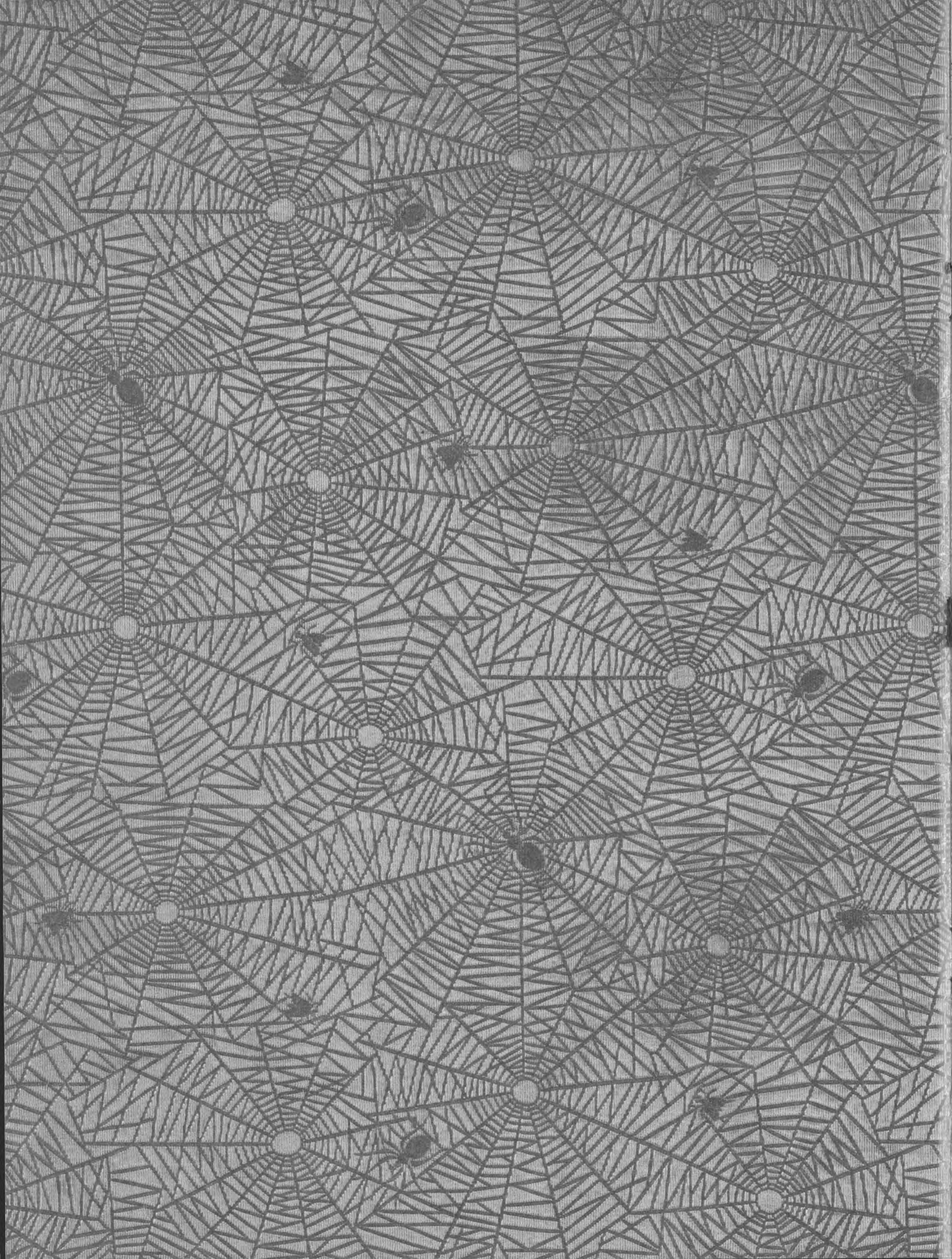


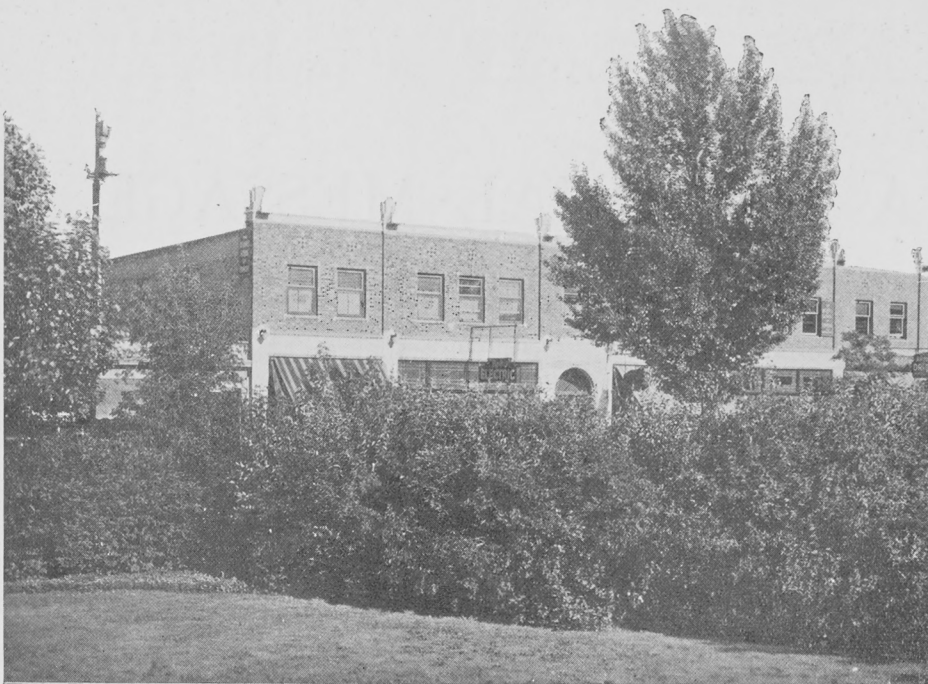
LISTEN

The
Reliance









\$25-
JA

●

The
Victoria Park
Building

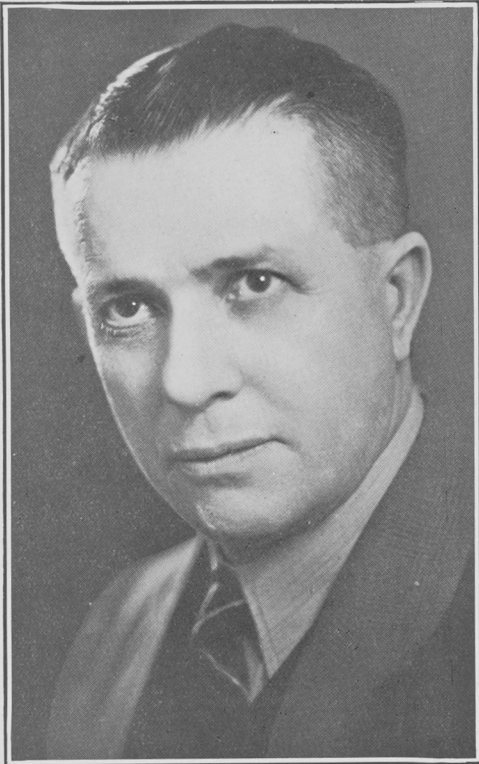
Ideal

●

In its beautiful location on Scarth Street, opposite Victoria Park, the Reliance School of Commerce impresses with an atmosphere of cleanliness, brightness, freshness—that better environment that attracts better students... A school where the Principal is also the owner, suggesting many advantages to students.

The Reliance
School of Commerce
Limited

A PERSONAL MESSAGE TO PARENTS



R. H. FLEWELLING
President



● You want your sons and daughters to secure the very best training with which to face the actual conditions of life.

There is no doubt that in a changing world the best inheritance you can leave your children is the power of self-support; it will remain a valuable and cherished asset after many other types of inheritance may have been swept away.

Indeed, the educational trend today is toward courses of an utilitarian nature; young people themselves yearn to possess the comforts and refinements of life, to become respected citizens and to be honored in their professions.

The following pages show how this goal may be achieved. May we suggest that you read this book carefully, for we believe it will prove to you that the *Reliance School of Commerce* is a worthy institution, and that it can be of inestimable value in assisting your son or daughter to achieve a coveted goal in life.

Building a Distinctive School of Commerce

● THE RELIANCE SCHOOL OF COMMERCE was organized to meet a growing demand for an accredited and high-grade private commercial school in the City of Regina. When the RELIANCE opened its doors in this city in September, 1928, it rapidly assumed a position of leadership in its field because of its comprehensive courses and the outstanding service that it was prepared to give to its students. Although private schools have felt the effect of the depression in the same degree as many other business organizations, this school has steadfastly maintained its standards, increased its efficiency, and added to its equipment.

● THE RELIANCE SCHOOL OF COMMERCE is best known for its thorough instruction. The three factors which enter very largely into placing the school in this enviable position are individual instruction, careful checking of the work of students in every subject, and the outstanding discipline that is the product of careful organization of classes.

● Not only does the COLLEGE train its students for profitable employment, but it is prepared to introduce them to the business world. We maintain a Placement Bureau for the benefit of our graduates and undergraduates and the best firms in the city look to this Department as the logical place to secure competent, high-grade office help.

● While supply and demand regulate employment at all times, the efficient training given by the School, and the quality of our student body make a strong appeal to employers and this facilitates the placing of our graduates.

● THE COLLEGE is committed to a policy of improving its courses and its service wherever possible as years go by. The Management is determined to build a distinctive School of Commerce in this Province.

A College Where ●

System and
Proper Organization
Prevail

Entrance Requirement

● IN ORDER TO MEET the demand of the business man for office help of a recognized standard of education, the College has set as a minimum admission qualification Junior Matriculation or its equivalent. This gives added quality to our student body, widens the opportunities of our graduates, and increases the prestige of the school. University students and high school graduates appreciate the privilege of attending a School of Commerce where a high entrance requirement must bring together only young people who have already shown a capacity for study and an ambition to succeed.

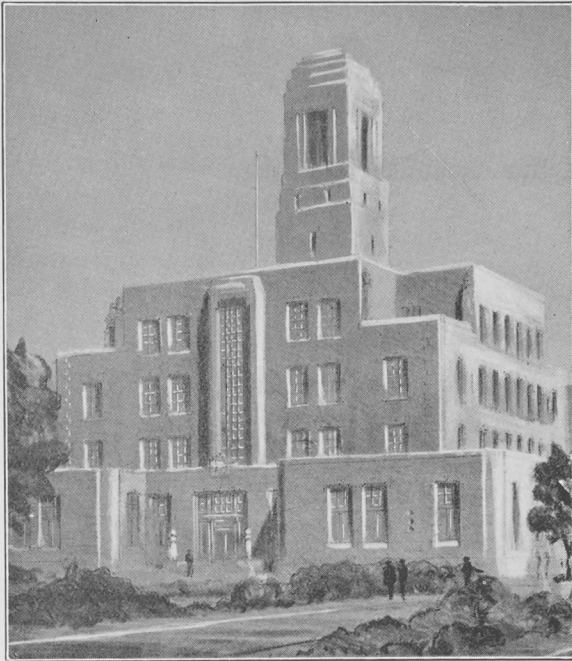
Modern
Business Equipment

● MODERN BUSINESS demands modern business training, and one of the factors that is making for the pronounced success of this school is the modern and up-to-date furniture and equipment that has been provided for the convenience and instruction of the students. In the class rooms each student is supplied with an individual desk, and the aisle space is ample to avoid overcrowding and to enable the teachers to handle their classes with facility and business-like despatch.

● THE TYPEWRITING ROOM is equipped with both Underwood and Remington typewriters of standard models. Comptometers, Burroughs Calculator, Adding Machine and Dictaphone are part of the regular equipment of the school. Indeed, the amount of practice being given to stenography students on the various office machines in this school is one of its strong features. Many of the better offices today are making very wide use of this type of equipment, and it is practically essential for an up-to-date stenographer to have a thorough knowledge of both the Dictaphone and Comptometer. This school excels in this class of instruction.

THE *Environment* OF THE COLLEGE IN WHICH YOU TRAIN

is of Consequence TO YOU



DOMINION GOVERNMENT BUILDING
Regina, Saskatchewan

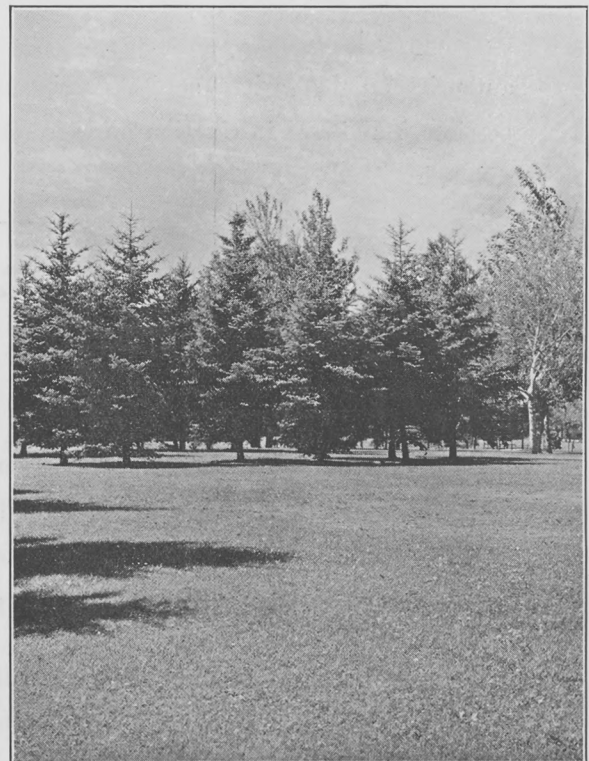
Official Architect, F. B. Reilly
Supervising Architect, J. H. Puntin
Architect for the Design, F. H. Portnall
General Contractors for the Building:
A. W. Cassidy & Company

An
Ideal
Environment
in Which
to Train
for
Business ...

OUR STUDENTS come from homes of refinement — and they must possess a matriculation or university education to be admitted to this College. This policy makes for quality in our student body.

A
College
of
Quality
and
Distinction

THE COLLEGE is located in the Victoria Park Building, Scarth Street, opposite Victoria Park. On the adjacent lot is the new Federal Building, without doubt one of the finest structures in Western Canada. Such an environment is indeed an inspiration to our students to fit themselves for success in business.



VICTORIA PARK
Regina, Saskatchewan

Faculty and Administration

R. H. FLEWELLING, *President and Principal*

E. HELEN FLEWELLING
EVELYN M. DOBSON

KATHERINE M. OGILVIE
JOHN CARROTHERS

Management

● THE RELIANCE is now owned and operated locally, and is not connected in any way with any other private commercial school. In an educational institution of this kind, where the principal is also the owner, there are indeed many advantages to the students who enroll, for it must be obvious that greater interest will be taken in their progress and in their subsequent employment in order that the school itself may succeed.

Associated with the principal are a number of expert teachers: no pupil teachers are employed in this College, for our students themselves are so well qualified academically that the College is in duty bound to supply superior service with teachers who can speak with authority on the various subjects assigned to them. Sufficient teachers are employed to make possible individual instruction on those subjects which determine the length of the course selected.

Unsurpassed Accommodation

HEALTH :: COMFORT :: QUIETNESS :: STUDY

● THE COLLEGE is located on the second floor of the Victoria Park Building, one of the very latest office buildings to be erected in this city. The school premises occupy five thousand square feet of floor space and they were specially designed for this school at the time the building was erected. It is freely conceded by visitors from other cities that there are no finer premises in all Canada.

While the building is very centrally located on Scarth Street, it is just sufficiently apart from the busy thoroughfares and the shopping district to give the class rooms that air of quietness and freedom from city noises that is so conducive to more effective study and quicker and better results. The premises are flooded by natural light on all four sides and the students are therefore not required to pursue their intensive studies by artificial light.

The Business Educators' Association of Canada

● THE RELIANCE School of Commerce is fully accredited by the Business Educators' Association of Canada. As this organization sets the standard for private business colleges, membership therein is a guarantee to the public that the school is a first-class institution in every particular.

The Association embraces schools from Halifax to Victoria, and it was organized for the purpose of:

- (1) Standardizing business education given by member schools;
- (2) Increasing the efficiency and scope of business training;
- (3) Safeguarding in every possible way the business of conducting schools of Commerce;
- (4) Providing qualifying examinations in all courses which it approves;
- (5) Awarding diplomas to all candidates who have passed the final examinations.

There is only one organization of this kind in all Canada, and as it has been functioning satisfactorily for a period of forty years, its standards are so well known that its Diplomas receive Dominion-wide recognition.

BOARD OF EXAMINERS . . .

● A BOARD of Examiners sets all examination papers, arranges for monthly examinations, marks the examination papers, considers cases of appeal, and the Registrar reports to the various member schools the results of the examinations. When the candidate has secured her standing in each subject of the course which she has selected the Association issues its Diploma.

EXAMINATIONS . . .

● STUDENTS of either our Day or Evening classes may write on one or more subjects at the end of any month of the year. This is of advantage to the student as certain subjects can be completed much earlier than others, and if she secures her standing on one of these she is then able to give more time to the remaining subjects of her course which may require greater attention. A candidate who fails in any subject is permitted to rewrite at the end of any subsequent month and may do so even after she has ceased to attend the college.

● THERE ARE many definite advantages to young men and women attending a business college accredited by the Business Educators' Association of Canada. There is no doubt that the reputation of a B.E.A. School in its own community gives a most favourable introduction to young people to the business world when ready for positions.

Attend a B.E.A. School—it costs no more.

Training for Business



● BUSINESS HAS BECOME in many respects the greatest of all the vocations and business therefore needs a continuous supply of stenographers, office assistants, bookkeepers, secretaries, typists and accountants. Furthermore, those who would accept positions in a modern business office must be thoroughly trained.

● INDEED THE COMPETITION in business of today is so keen and the requirements so exacting that a thorough training for business leadership is now an accepted educational programme. In practically all businesses today the question that must be faced by the applicant is "What can you DO?"

● THOSE WHO HAVE already acquired a cultural background in their high school and university courses and who are now looking forward to a business career will be expected to make the same type of preparation for a successful entrance into the realm of business as the doctor, lawyer and others are required to make for the practice of their professions.

● THERE IS NO ACHIEVEMENT
WITHOUT PREPARATION.



We do what we promise to do.



Modern Business Training

For University and High School Graduates Only

Courses Authorized by the Business Educators' Association of Canada

DAY SCHOOL COURSES

● EXPERIENCE has definitely shown that it is wise to discourage a tendency on the part of some students to select only certain subjects from a given course.

The competition is so keen today and the requirements of the modern business office are so exacting that the most thorough training it is possible to secure will be required. It has been clearly demonstrated that shorthand is no longer the basis of a shorthand course, but rather spelling, punctuation, and business English are to be regarded as of greater value. Mastery of every subject contained in the course selected is strongly advocated by this school.

1. SHORTHAND

Shorthand, Typewriting, Correspondence, Penmanship, Spelling, Office Training.

While not fully meeting all stenographic requirements, this course is a good introduction to employment for those who have not the means and time to invest in one of the longer courses outlined below and who will persevere in developing their business efficiency by later enrolling in our evening classes for Bookkeeping and other associated subjects.

2. STENOGRAPHY

Bookkeeping, Rapid Calculation, Shorthand, Typewriting, Correspondence, Spelling, Penmanship, Office Training.

The Complete Stenography Course embraces all the subjects enumerated in Course No. 1, in addition to a thorough grounding in Bookkeeping and Rapid Calculation. The extra time and money invested in Bookkeeping are more than compensated for by the increased opportunities and salaries available to stenographers who have a grounding in Bookkeeping.

3. PRIMARY ACCOUNTANCY

Accounting Theory, Accounting Practice, Arithmetic, Commercial Law, Rapid Calculation, Penmanship, Correspondence and Applied English, Spelling.

For those who do not desire to follow Secretarial, Accounting or Stenographic duties as an occupation but who are seeking a general business education for personal use, we recommend this course. Perhaps you desire to engage in some business enterprise on your own responsibility and that you will find it to your advantage to keep your own set of books, or perhaps it will be essential for you to understand the main principles of the Accounting System of the business of which you may be owner or manager. If so, our Primary Accountancy Course will be of great benefit to you.

4. COMMERCIAL

Correspondence and Applied English, Penmanship, Spelling, Accounting Theory, Accounting Practice 2, Rapid Calculation, Arithmetic, Commercial Law, Salesmanship, Typewriting.

This course, besides providing a general business education, prepares the student in the duties of Bookkeeping and Accounting, and also serves as a foundation for those looking forward to preparing for the examinations of the Institute of Chartered Accountants. Accuracy, neatness, and speed in figuring, combined with good handwriting, a comprehensive command of English, and a thorough knowledge of general business details, are positively essential to the success of a Bookkeeper or Accountant.

5. COMPLETE OFFICE TRAINING

Shorthand, Typewriting, Business English, Penmanship, Spelling, Arithmetic, Rapid Calculation, Commercial Law, Accounting Theory, Accounting Practice 2.

It will be readily noted that this course is a combination of the Shorthand and Commercial courses, and, as the title suggests, gives the graduate a very wide training in many phases of office work. When Dictaphone and Comptometer are also selected by students in this course, a training of very wide scope is secured and will prepare the graduate in an unusual manner for general office work.

6. SECRETARIAL

Shorthand, Typewriting, Penmanship, Spelling, Secretarial Duties, Accounting Theory, Accounting Practice, Arithmetic, Rapid Calculation, Commercial Law, Business English, Business Organization and Management, Economics, Money and Banking, Library Science.

This is our longest, most practical and most popular course. It fits the student to meet the varied and exacting duties of private secretaryship. It offers a command of Bookkeeping and Accountancy, a knowledge of handling banking papers and a comprehensive grasp of legal forms and business routine. This course meets a quick and highly remunerative response in the business world.

7. BUSINESS ADMINISTRATION

Business Organization and Management, Economics, Accounting, Rapid Calculation, Arithmetic, Commercial Law, Business English, Spelling, Penmanship, Auditing, Money and Banking, Typewriting, Commercial Geography, Salesmanship.

This is an excellent course for a young man who desires to broaden his business training and prepare for a position at a better salary. The graduate of this course has not only the equipment and training which enable him to fill satisfactorily a beginner's position but he has also the broad general education for business which ensures his speedy advancement to higher and more responsible positions.

Night School Courses

● OUR NIGHT SCHOOL affords a splendid opportunity for those who are employed during the day, to secure a training that will lead to better positions.

Evening classes are held on Mondays and Thursdays from 7:30 to 10 o'clock. Our aim is to meet the individual requirements of students, and the following courses are suggested as leading to definite results. Other combinations may be arranged as desired.

1. Bookkeeping	3. Shorthand	5. Typewriting Speed	7. Comptometer
2. Accountancy	4. Typewriting Theory	6. Dictaphone	8. Cost Accounting

9. Shorthand Typewriting	12. Shorthand Speed Typewriting Speed Comptometer	15. Arithmetic Typewriting Bookkeeping	18. Typewriting Penmanship Bookkeeping
10. Shorthand Typewriting Correspondence	13. Arithmetic Spelling Correspondence	16. Typewriting Comptometer	19. Bookkeeping Comptometer
11. Shorthand Typewriting Bookkeeping	14. Arithmetic Penmanship Bookkeeping	17. Typewriting Bookkeeping	20. Dictaphone Comptometer

Special Review Courses

● MANY STUDENTS come to us who have had some commercial work in high school and elsewhere and who wish to complete this work or to take special training in speed Typewriting and Shorthand. A specially prepared review course is available for such students. The value and popularity of this course are evidenced by the large numbers who enroll in our classes each year for this special review.

Civil Service Positions

● THE CANADIAN CIVIL SERVICE ACT provides that positions in the Civil Service of Canada shall be filled by the Civil Service Commission and enacts that appointments shall be upon a competitive examination.

The growth of the Civil Service will create many new openings and promotion of a considerable number of employees now in the Service. Probably the greatest number of openings will be found in stenographic and clerical positions. Stenographers, typists, and clerks in Grade 1 begin at an annual salary of \$720 with yearly increases at the rate of \$60 until a maximum of \$900 is reached. Salaries for Grade 2 begin at \$960 and increase to \$1260.

Training at the RELIANCE will prepare young people to compete successfully in the examinations which are held from time to time. Our high graduation requirement in speed Shorthand is of particular advantage to Civil Service candidates, and many former graduates are holding excellent positions in both the Provincial and Dominion Civil Service.

Why A Business Training?

● THE STATEMENT will bear repetition here that business today is one of the leading vocations. Many of the large business organizations are obliged to take on additional employees each year; these are put in training in order that they may be ready to take the places of those who are being promoted in the organization because of vacancies due to superannuation, deaths, and other causes. The same requirement is noted in practically every firm, although it may be in lesser degree. It follows that there is a steady demand for trained office help, and young people today are giving greater attention to this source of employment than they have for many years past.

Many business enterprises have maintained their full staffs throughout the years of depression and in many instances they have been able to extend and expand their ventures through business foresight and the adoption of business methods that were definitely in keeping with the times. It is now apparent that those engaged in business pursuits are already being rewarded by the noticeable upswing in conditions, and it is obvious that there will be outstanding opportunities for those who are keen to observe improved conditions and who will lose no time in securing a thorough business training.

YOUNG MEN . . .

● EVERY YOUNG MAN who enrolls in the Reliance is urged to select a course that includes shorthand and typing. It is true that young men feel that stenographic work is more suitable for young ladies, but a young man who is prepared to act as secretary to the manager of a business will not be held to a stenographic position for any lengthy period. His daily contact with such an executive will give him a remarkable opportunity to learn the inner working of the business and the erstwhile stenographer is soon promoted to take charge of a department or a branch of the concern.

It is always difficult to secure a sufficient number of young men of the right type to train for stenographic and secretarial work.

YOUNG WOMEN . . .

● OF THE AVENUES OF EMPLOYMENT open to young women there is none more desirable than that of stenographer, and its higher development, the private secretary. The duties are pleasant, the hours of employment reasonable, and the remuneration, even to those of average ability, is good; while those of more than average ability and industry command salaries which are not attainable in other occupations.

Business in the past has owed a great deal to its young ladies, and there is no doubt that they are in business to stay.

MODERN OFFICE EQUIPMENT . . .

MODERN OFFICE EQUIPMENT

● RECENT DEVELOPMENTS in business have fully justified the decision taken by the RELIANCE several years ago to provide a very complete training on the latest office machines and appliances. Modern business demands modern business training, and our graduates enter upon office duties today fully justified in the belief that they can perform their work satisfactorily.



CALCULATING MACHINES

● COMPTOMETER ● BURROUGHS CALCULATOR ●

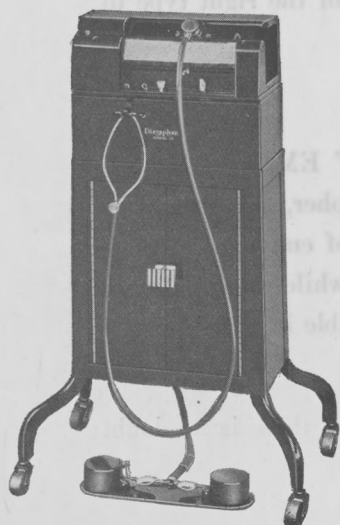
● A COMPLETE COURSE in calculating machines is available, and leads to a diploma granted by the Business Educators' Association of Canada. It consists of training on either the Comptometer or Burroughs Calculator, Typewriting, Rapid Calculation, and Office Practice. For those who do not wish to specialize in this work, a good working knowledge of Calculators is recommended, for many offices, where full time operators are not required, expect their stenographers to do the work when it becomes necessary.

STANDARD TYPEWRITERS

● OUR TYPEWRITING DEPARTMENT is fully equipped with standard models of Underwood and Remington typewriters. The Noiseless models seem to have met with a varied reception in Western Canada, and we have been advised against their installation by an outstanding authority.

Only standard typewriters are used in speed contests; standard machines are known to give more carbon copies and of a better quality.

Since these machines predominate in business offices, we are urged to continue them as regular equipment.



DICTAPHONE

● THIS COLLEGE has now arranged to increase the efficiency of its Dictaphone training by preparing students in this work to qualify for the "Certificate of Proficiency" granted through the school by the manufacturers of the Dictaphone. As this machine is very widely used in business offices, a thorough training in its use is necessary to the well-trained stenographer.

。 。 。 PRACTICAL OFFICE TRAINING

PRACTICAL OFFICE TRAINING

● OUR STUDENTS are not only trained in the operation of modern office machines, but they are given an intensive course in office routine. While many schools do not offer this course, we look upon it as an essential part of the training of every student. Here the student learns in a very practical way just how to carry on the day's work in an office. The course is logical in its arrangement and actual business forms are used. All assignments are typed, and a high standard of work is expected of the student.

FILING

● WHILE EVERY STUDENT should be able to operate a filing system, it has been found very difficult to teach the subject satisfactorily. An improved method this year will place in the hands of each student a complete course on filing by the Office Specialty Company, while one of their modern systems is being installed for instructional purposes.



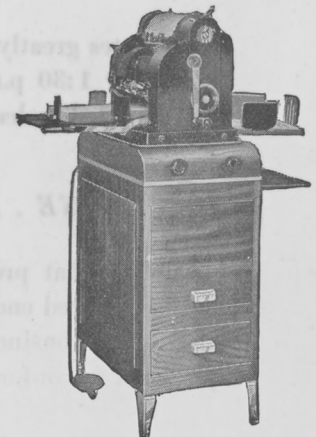
BOOKKEEPING MACHINE

● THE NUMBER OF REQUESTS during the last two years for training on the Bookkeeping Machine has caused us to consider the installation of necessary equipment. A large number of these machines will be found in the banks, trust companies, insurance companies, and in the offices of industrial concerns and wholesale companies. Operators of the machine find ready employment if they are properly trained. This training will be made available at our school if the demand for it continues.



DUPLICATING MACHINES

● MANY OFFICES require their stenographers to cut stencils and to understand fully the many uses of a duplicating machine; indeed, this has become a regular part of the routine in many offices today. Our students will be taught to cut stencils and to operate the machine in an efficient manner.



General Information • • •

OFFICE HOURS

8:30 a.m. to 5 p.m.

Saturdays—

8:30 a.m. to 1 p.m.

Evenings—

7 o'clock to 10 o'clock on
Mondays and Thursdays

SCHOOL HOURS

Day—

9 a.m. to 4:10 p.m.

Luncheon Period:

12 noon to 1:30 p.m.

Evenings—

Mondays and Thursdays,
7:30 to 10 o'clock

WHEN TO ENROLL . . .

● OUR SCHOOL is open continuously throughout the year for Day School students and from September 1st to May 1st for Evening Classes. New students may enroll at any time that will best suit their convenience as our system of individual instruction makes provision for this.

BOOKS AND SUPPLIES . . .

● ALL TEXT BOOKS AND STATIONERY required by the students may be purchased at the College office at reasonable prices. A list of books for the course selected will be supplied on request. Students who have any texts in their possession which are used in our courses will be allowed credit for their full value.

BOARD AND ROOM . . .

● WE KEEP ON FILE a list of homes at which our students may receive boarding accommodation at reasonable rates. There are many Regina homes open to our young lady students where in return for companionship and light duties before and after school hours free board and room are offered. If you desire assistance in securing a boarding place write us for information.

ATTENDANCE . . .

● REGULAR ATTENDANCE at every class contributes greatly toward progress. Students are required to be in their seats promptly at 9 a.m. or 1:30 p.m., unless special arrangements have been made for a later time. They are not expected to leave the premises during sessions.

DISCIPLINE . . .

● THE RELIANCE prides itself on the splendid discipline that prevails throughout all the class rooms. Set rules are reduced to a minimum but the desired end is achieved by having a definite time table for each student and by operating classes in a business-like manner. Students trained in such an atmosphere of business are well prepared to conform to business rules and regulations in actual work.

A Final Word

● The purpose of this prospectus is two-fold—
(1) to assist you to an appreciation of the outstanding possibilities in the realm of business;
(2) to bring to your attention the merits of our school. We trust we have succeeded in our purpose, and that your reaction to our message will be most favorable.

Your Decision

● An important decision now rests with you. As you have now been graduated from High School, your next step is surrounded by several options: You may enter a school of higher learning; a course in Normal School may be your goal; you may seek a position of some kind, but remember, the question you must face is "What can you DO?" — or you may take specialized training in an up-to-date Business College and prepare for a business career where opportunities abound.

Look carefully into the various avenues that are now opening before you; examine the prospects that are present of even making a living—and that is an important feature today; satisfy yourself as to wherein lie the possibilities of a career. Indeed, your decision is most important at this time.

This immediate message is being written in the middle of July (1936), and we find that placements are much in excess of those of last year. In fact, we believe that all graduates of this year's class will find employment. Should not this record have an important bearing on your decision?

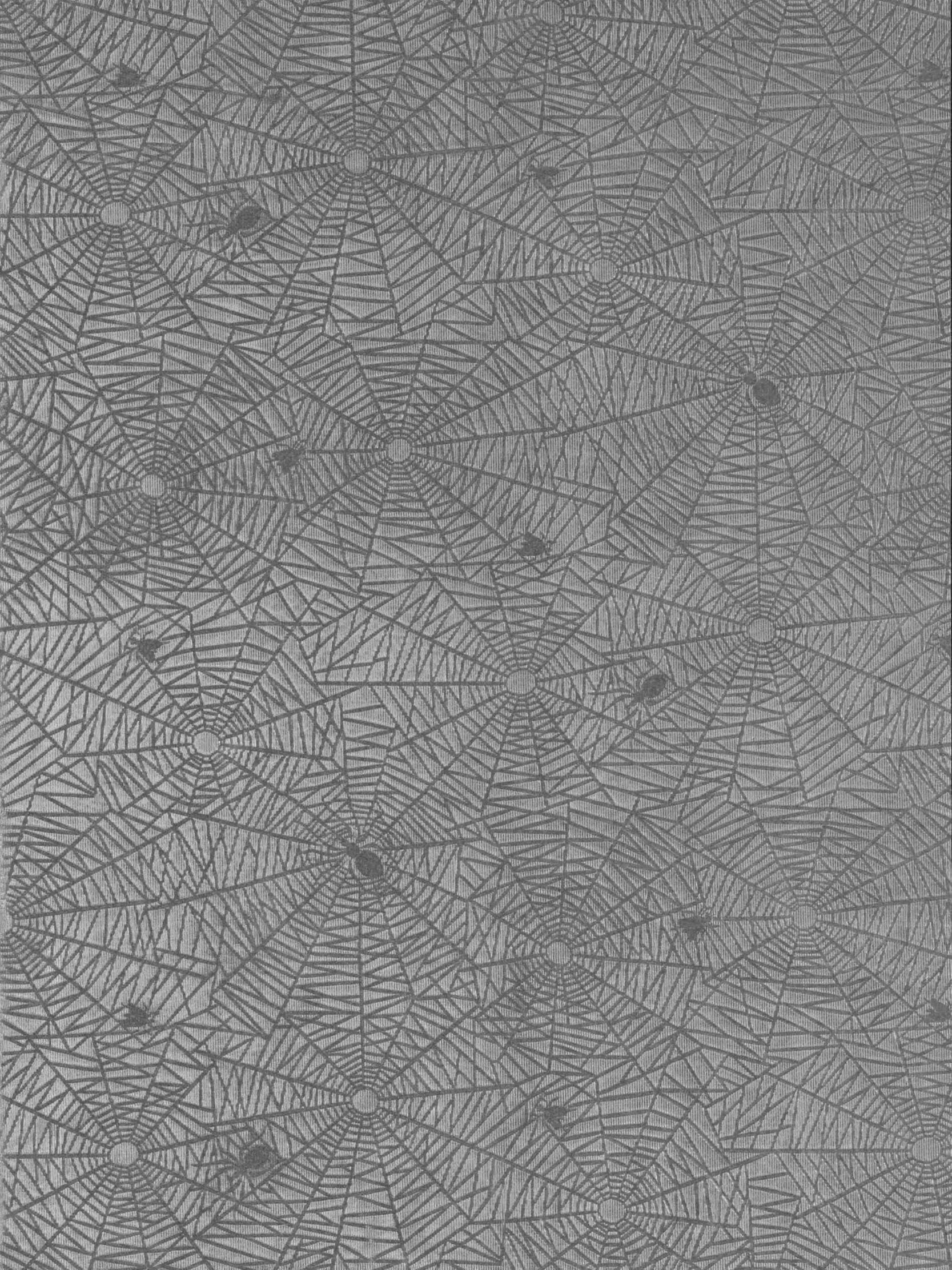
Please Investigate

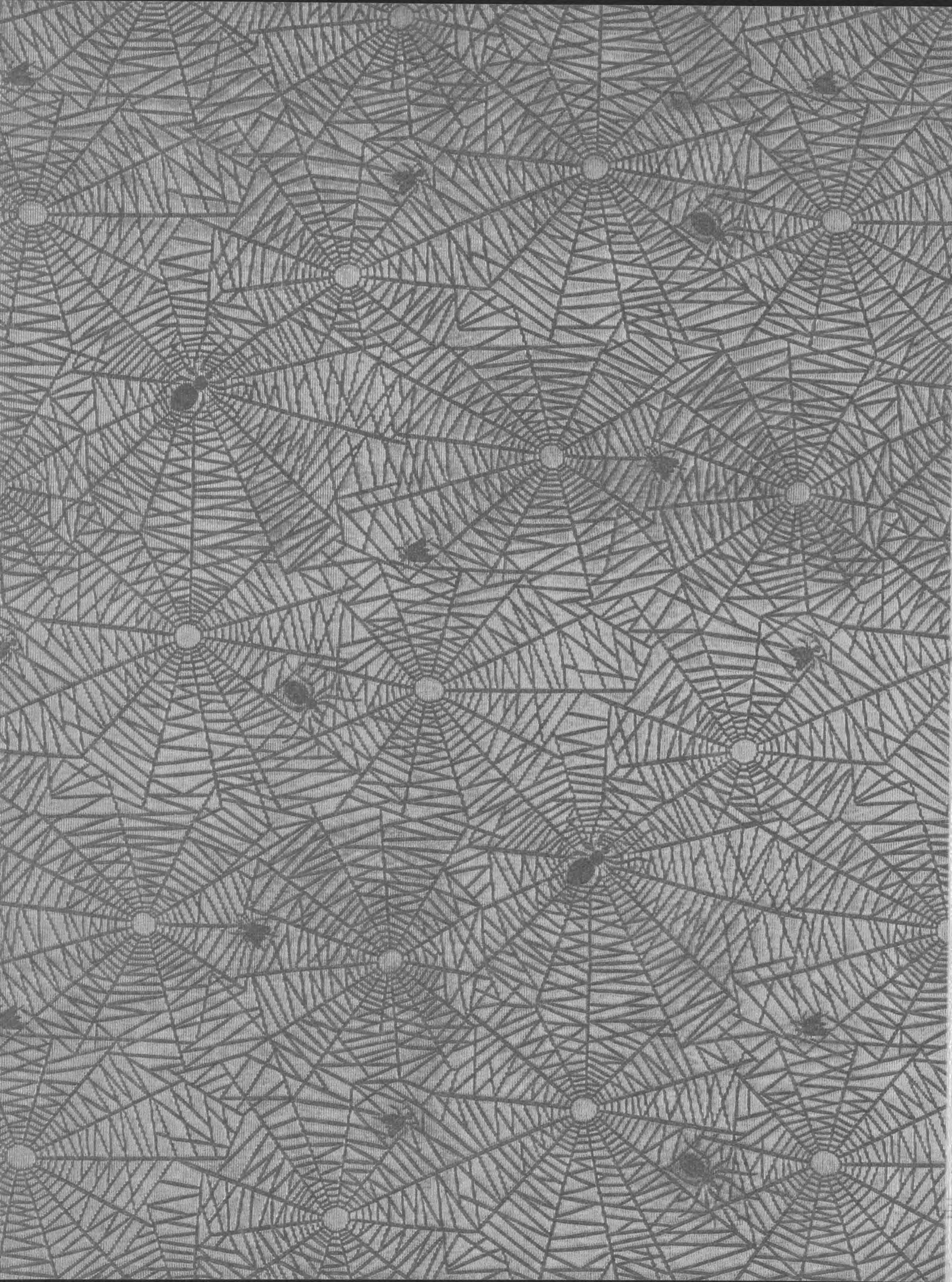
● This is the first attempt the RELIANCE SCHOOL OF COMMERCE has made to reach every High School graduate in this province. The years of the depression did not warrant an intensive advertising campaign, and it may seem that our school is not widely known. May we therefore suggest that you make inquiries of friends and business men in Regina, where the RELIANCE is looked upon as an outstanding educational institution.

Attend the RELIANCE SCHOOL OF COMMERCE, now conceded to be the largest private business school in Saskatchewan.

A Word of Appreciation

TO our former students whose brilliant records in the world of business and in public examinations have made possible our growth and development, we are under heavy obligation. The independent College of Commerce is judged altogether upon the accomplishments of its graduates, and we are grateful for the distinction our students have brought us.





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Business Printers
REGINA